

STATE OF CALIFORNIA
**RECORDS RETENTION SCHEDULE
 APPROVAL REQUEST**
 STD. 72 (REV. 7-92)

[Handwritten initials]

Submit three copies with three copies of the
 Records Retention Schedule, STD. 73.

TO: DEPARTMENT OF GENERAL SERVICES
 OFFICE OF INFORMATION SERVICES
 1500 5th Street, Room 116
 Sacramento, CA 95814 (or IMS C-39)

(916) 445-2294 or CALNET 485-2294

NEW SCHEDULE INFORMATION (if applicable)	(5) SCHEDULE NUMBER 16830	(6) SCHEDULE DATE 10/24/94	(7) NUMBER OF PAGES 2	(8) CUBIC FEET (Total Schedule)	10
PREVIOUS SCHEDULE INFORMATION (if applicable)	(9) SCHEDULE NUMBER(S)	(10) APPROVAL NUMBER(S)	(11) APPROVAL DATE(S)	(12) PAGE NUMBER(S) REVISED	

PART I -- AGENCY STATEMENTS

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on the attached schedule, I certify that all records are listed, that I have reviewed the need for the records, (per Section 1611 of the State Administrative Manual) that each retention period is necessary and correct as scheduled, and (for a revised schedule) that all items on the previous schedule have been accounted for.

(13) SIGNATURE - MANAGER DIRECTLY RESPONSIBLE FOR THE RECORDS <i>[Signature]</i>	(14) TITLE CORRECTIONAL ADMINISTRATOR	(15) DATE SIGNED 12/5/94
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In accordance with Government Code 14755, approval of the attached Records Retention Schedule by the Department of General Services is hereby requested. Retention periods have been established by this agency after a careful evaluation of all the factors listed in Section 1667 of the State Administrative Manual.

I hereby certify that I am authorized to act on behalf of the head of this agency in matters pertaining to the retention and disposal of records. (Per Section 1611 of the State Administrative Manual.)

(16) SIGNATURE - RECORDS MANAGEMENT ANALYST <i>Kristine Estes</i>	(17) TITLE Records Management Coordinator	
(18) NAME (Printed or Typed) Kristine Estes	(19) TELEPHONE 323-4095	(20) DATE SIGNED 12/7/94

PART II -- DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

(21) SIGNATURE - OIS CONSULTANT <i>[Signature]</i>	(22) APPROVAL NUMBER 44-330	CORRECTED TO 95-004	per Ramona Gutierrez
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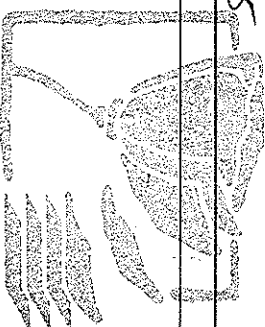
(23) TITLE Information Management Consultant	(24) DATE SIGNED 1-26-95
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PART III -- ARCHIVAL SELECTION (Per Government Code Section 14755)

THE ATTACHED RECORDS RETENTION SCHEDULE:

☐ Contains no material subject to further review by the California State Archives

☒ Contains material subject to archival review. Items stamped "Hold/Notify Archives" may not be destroyed without clearance by the Secretary of State. (Per Section 1614 of the State Administrative Manual.)



CALIFORNIA
 STATE ARCHIVES

(27) SIGNATURE - CHIEF OF ARCHIVES <i>[Signature]</i>	(28) DATE SIGNED DEC. - 5 1995
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RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-92)

See instructions on reverse
and in SAM 1600

DEPARTMENT (1) Corrections	SCHEDULE NUMBER (2) 16830	DATE (3) October 24, 1994
ORGANIZATIONAL UNIT Women and Children Services Unit	Page 1 of 2 Pages (4)	
ADDRESS (number, street, city) 1515 S Street, Sacramento	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER (Triple between (6)	CUBIC FEET (space items) (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	M e d i a l (10)	V i t a l (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
INS			<u>Women and Children Services Unit</u> This Records Retention Schedule (RRS) defines the retention, disclosure and destruction requirements for all Women and Children Services Unit program records.								<u>Retention:</u> Columns 10 through 16 are clarified in Column 17, Remarks. Media (Column 10): P=Paper. <u>Disclosure Restrictions:</u> (Column 16) X: Exempt from public review per the Public Records Act, Government Code Section 6254. XI: Subject individual may have the right to review per the Information Practices Act, Civil Code Section 1798.24, unless exempt under Section 1798.40. <u>Destruction:</u> Nonconfidential: recycle. Confidential or exempt (Column 16): shred. Historical (Column 8): Transfer to the State Archives. Do not destroy.
0010			Administrative Records: Copies of general administrative records such as correspondence, supervisor employee files, budgets, procurement, reports, etc..	P		*			*		* Retain per RRS 16000.

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0020		TRANSFER TO ARCHIVES	Facility Design, Planning and Construction	P		A+2Y	0	A+3Y	A+5Y		Retain as active until the facility is operational, then retain for five years (two years in the office, three years at the State Records Center).
0030		TRANSFER TO ARCHIVES	Inmate Field File Duplicate information (official information retained in the Central File).	P		A+2Y	0	0	A+2Y	XI	Retain as active until the inmate leaves the program, then retain two years (office).
0040			Program Development and Implementation	P		A+2Y	0	3Y	A+5Y		Retain as active the program is operational, then retain five years (two years in the office, three years at the State Records Center).
0050		TRANSFER TO ARCHIVES	Reports and Statistics	P		C+2Y	0	3Y	C+5Y		Retain as current until superseded, then retain five years (two years in the office, three years at the State Records Center).